

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SOCIAL SERVICES ATTORNEY**

Jurisdictional Class: **Competitive; Non-Competitive if p.t.**

Date Adopted:

Date Revised: **September 18, 2000**

Jurisdictions: **County**

Union Status: **Exempt**

DISTINGUISHING FEATURES OF THE CLASS: This is professional legal work involving responsibility for providing counsel to the County Department of Social Services. The work is performed under the general direction of the Commissioner of Social Services and in accordance with over-all policies of the department with wide latitude for the exercise of independent judgment in applying legal knowledge to specific problems and the taking of appropriate legal action. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts as legal consultant to the important divisions of the Department of Social Services, such as Child Welfare, Public Assistance, and the Resource Division;

Prepares all legal actions for negotiation and trial;

Prepares cases involving claims against the estates of decedents responsible for public assistance recipients and against legally responsible living relatives;

Initiates suits against fraudulent recipients of welfare assistance;

Directs investigations and legal activities in paternity actions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of common law and of County, State and Federal laws as they apply to social welfare; good knowledge of civil court procedures and the rules of evidence; good knowledge of the general functions and administrative activities of the County Department of Social Services; ability to analyze, appraise and apply legal principles, facts and precedence to legal problems; good command of language; tact and courtesy; good professional judgment; good address.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in the practice of law and graduation from a law school recognized by the University of the State of New York; **OR** any equivalent combination of experience and training.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION: A license to practice law in New York State.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.